

<b>Title: Geriatric Workforce Training Specialist</b>	<b>Grade: 5</b>	
<b>Reports To: Alzheimer's Disease Programs Initiative Coordinator</b>	<b>FLSA Status: Non-exempt</b>	
<b>Supervises: N/A</b>	<b>Date Written:</b>	<b>Date Revised:</b>
	<b>10/2019</b>	

**POSITION SUMMARY**

Trains geriatric workforce members on Alzheimer's disease and related dementias (ADRD). Educates community members on ADRD, contributes to the development of the ADRD website and annual awareness campaigns, and prepares regular training reports.

**DUTIES AND RESPONSIBILITIES**

- Trains geriatric workforce members on Alzheimer's disease and related dementias (ADRD)
  - Develops an annual training plan to recruit and train geriatric workforce members to become Certified Dementia Practitioner and/or Certified First Responder-Dementia Trained
  - Develops and implements Dementia Training Program for the Senior Wellness and Independence (SWI) Department of the agency
  - Publicizes the trainings and recruits geriatric workforce members to the training workshops
  - Reaches out to the community partners and provides training to their staff members
  - Conducts pre-, post and follow-up assessments to measure the training outcomes
  - Keeps documentation of all the training records
  - Works closely with the Alzheimer's Disease Programs Initiative Team to meet the project goals and objectives
- Educates community members on ADRD
  - Works closely with association(s) specializing on ADRD to develop culturally and linguistically competent materials to educate community members on ADRD
  - Develops an annual plan to publicize, and recruit community members to community workshops on ADRD
  - Handles all the logistics for the community workshops
  - Conducts pre-, post and follow-up assessments to measure the workshop outcomes
  - Works closely with the Alzheimer's Disease Programs Initiative Team to meet the project goals and objectives
- Contributes to the development of a ADRD website
  - Works closely with the Alzheimer's Disease Programs Initiative Team to develop culturally and linguistically competent information for the ADRD website
  - Collects feedbacks from geriatric workforce members and community members on ADRD information which can be put on the ADRD website
  - Provides feedbacks to the web developer on the website needs and design
- Contributes to the annual ADRD awareness campaigns

- Works closely with the Alzheimer's Disease Programs Initiative Team to plan and schedule ADRD public awareness campaigns annually
  - Publicizes the campaigns
  - Develops any materials needed for the campaigns
  - Prepares regular training reports
    - Keeps documentation of all the geriatric workforce training and community workshops
    - Provides statistics and narratives for regular reports
  - Develops and maintains relationships with the community partners on the Alzheimer's Disease Programs Initiative Project
  - Participates in and contributes to Project Team Meetings, Training Sessions, and Department Meetings
  - Be responsible for own professional development, including participating in the supervisory process and using other educational opportunities, both within and outside of the agency
  - Be responsible for data management using Salesforce.
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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **MINIMUM REQUIREMENTS**

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#### **Education/Experience:**

- Bachelor's degree (Preferably in Social Work, Psychology, Counseling, or related health or human services field)
- Becomes Certified Alzheimer's Disease and Dementia Care Trainer and/or Certified First Responder Trainer within six months
- Prior work experience in corporate training / geriatric field is a plus

#### **Skills/Knowledge:**

- Spoken and written knowledge of Chinese and English. (Cantonese preferred, Toishanese and Mandarin a plus)
- Good project management skills
- Ability to multi-task and manage multiple priorities

- Must demonstrate strong oral, written and interpersonal communication skills
- Basic end-user level understanding and experience with Salesforce is a plus

**Physical Demands:**

- Required to frequently sit, stand, bend, and walk for extended periods.

**Environment and Scheduling:**

- Work is normally performed during standard business hours, Monday through Friday
- Must be flexible and available to work after regularly business hours when necessary

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